

CERTIFICATION/RECERTIFICATION
WORKSHEET

SECTION 1 - EMPLOYEE DATA

Last Name: _____

First FULL Name: _____

Middle Initial: _____

Date of Birth: ____/____/____
MM DD YYYY

Current School Assignment: _____

SECTION 2 - TEACHING CATEGORIES (CHECK ALL THAT APPLY)

A. ____ CERTIFICATION (Add Endorsements)

B. ____ RECERTIFICATION

POSITION CATEGORY:

Number Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

POSITION CATEGORY:

Number Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SECTION 3 - EMPLOYEE CERTIFICATION

I certify that I have read and understand my responsibilities under the "DoDEA Educator Licensure Program Document," dated June 25, 2003.

Signature _____ Date _____

EDUCATOR RESPONSIBILITIES

The Department of Defense Education Activity (DoDEA) administers its own professional educator certification and recertification program. The DoDEA Human Resources Regional Service Center, Licensure Unit, is located in Arlington, Virginia, and is staffed by a unit chief, servicing licensure analysts and assistants.

As a DoDEA educator, initial certification and subsequent recertification is a condition of employment. That is, educators must be officially certified for the positions to which they are assigned. Educators are responsible for:

- Applying for recertification,
- Notifying the Licensure Unit of changes in teaching assignments for which a valid certificate has not been issued,
- Requesting category additions to certificates,
- Making necessary changes in status such as name, address, and school assignments, and
- Providing official transcripts with applications.

NOTE: DoDEA will accept embossed original transcripts, true copies of the originals when certified by a university or college registrar, a military legal officer (JAG), or the personnel officer who retains your original transcripts. The certifier's signature must be in blue, green or red ink.

QUESTIONS & ANSWERS

- Q. How do I add categories to my current certificate?
- A. Submit a "Certification/Recertification Worksheet" and list desired category additions in Section 2. Consult "Position Categories and Requirements" to determine eligibility. Include transcripts with supporting course work underlined, or list supporting course work.
- Q. Under what circumstances can a certification period be extended?
- A. A certification period may be extended, upon request, when an educator is absent from duty for 30 continuous days or more for personal illness, maternity purposes, illness in the immediate family, or for service as an officer or representative of the organization representing employees. The certification period may be extended by the period of absence. You must submit a request for the extension to the Licensure Unit.
- Q. Can I be terminated if I do not hold a valid certificate?
- A. Yes, however, you will be given twelve months written notice of projected deficiencies prior to termination for the purpose of correcting those deficiencies.
- Q. Will DoDEA accept course work earned at a foreign university?
- A. Yes, however, course work earned at a foreign university must be evaluated prior to submission. Three procedures are acceptable:
- (1) The work is evaluated by a graduate division of a regionally accredited university and is declared the equivalent of similar undergraduate or graduate work earned in a United States institution;
 - (2) The work is translated and accepted by a regionally U.S. accredited university or endorsed by a state department of education for the purpose of teacher certification in a state; or
 - (3) The work is evaluated by International Education Research Foundation, Inc., Credentials Evaluation Service, Post Office Box 3665, Culver City, CA 90231-3665.